

**REVENUE & RECOVERY DIRECTOR**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to plan, direct, organize and coordinate the activities in the Department of the Auditor and Controller, Revenue and Recovery Division providing centralized collection and revenue and recovery services for the county; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one position Unclassified Management class allocated only to the Department of Auditor and Controller. The incumbent reports to the Assistant Chief Financial Officer and is responsible for formulating county-wide policies and procedures relating to revenue and recovery activities and for planning, directing, and coordinating the activities of the Revenue and Recovery Division that are involved in collections and revenue recovery services for monies owed the county from responsible parties for health care, welfare recovery, restitution, fines and child support under the Social Security Act. Coordination and communication of collections and accounts receivable activities with the functional Area General Manager. Collection services include: computing charges, billing for services, evaluating financial ability to pay, recommending civil litigation, compromising/discharging accountability, and receiving/accounting for disbursement of payments.

**EXAMPLES OF DUTIES:**

Plans, directs, organizes, coordinates, and evaluates the activities of the Revenue and Recovery Division providing collection and revenue and recovery services for the county; formulates and implements policy and procedures concerning revenue and recovery services; develops and implements revenue and recovery programs; coordinates activities with other departments, courts, and outside agencies; develops the division's annual budget and monitors revenue and expenditures transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares county reports and correspondence; acts as liaison with other public and private agencies and provides information to departments, the public, and agency representatives on collection activities; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Laws, regulations, codes, and ordinances related to Revenue and Recovery programs (collections, accounting, and fiscal management).
- Principles and practices of financial and/or background investigations, assets evaluation, and collections.
- Policy/procedure development and implementation related to the Office of Revenue and Recovery.
- Principles and techniques of supervision and training.
- Principles and theory of public administration including general administration, human resources management, fiscal management, and accounting.
- Collections systems and software.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, direct, and evaluate the overall activities of staff involved in collections, revenue and recovery services, accounting control, and fiscal management.
- Coordinate services with county departments and public/private agencies.
- Ensure that collection activities conform to federal, state, and local laws and regulations.
- Identify and resolve operational problems.
- Prepare division budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in business administration, public administration, economics, finance or a related field, AND, five (5) years of professional experience in accounting, business or public administration at the level of an Administrative Services Manager II, Budget Manager, or equivalent class in the County of San Diego. Possession of a master's degree in Business Administration or a closely related field is highly desirable.

**SPECIAL NOTES, LICENSES, AND REQUIREMENTS:****License:**

A valid California Class C driver's license is required at the time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for travel. Employees in this class may be required to use their personal vehicle